

Guidance – Street Collections

If you want to collect money or sell articles in a street or public place within Test Valley and this will be for the benefit of charitable or other purposes, you require a street collection permit from us.

A **street** includes any highway and any public bridge, road, lane footway, square, court, alley or passage.

A **collection** means a collection of money or a sale of articles for a charitable or other purpose.

Any organisation or person wishing to hold a Street Collection for a Charitable Purpose must be in possession of a permit at the time the collection takes place. Unless agreed otherwise by the Council, only one collection may take place on any one day in any one location. Although most organisations can only carry out a collection on a Saturday, collections may take place on other days of the week.

Sponsored walks do not need to be licensed but 'moving collections' such as carnival processions and events which involve collecting from the public along a route will require a permit.

After the collection has taken place, you will need to request a local paper to print details of the amount collected for the organisation/charity and send a clipping of the article to the Licensing section. The local paper does not normally charge for this service. You will also need to complete a Return Form showing how the money was distributed and give a list of the money gathered by each collecting tin. Return forms will be sent to you when your permit is issued, but if you need further forms they will be supplied on request or you can submit an online return.

Exceptions to the requirement for a street collection permit

- You do not need a street collection permit if the collection is to take place in an area where there is no general public right of access (e.g. inside a shopping mall, cinema, theatre, private dwelling or business premises). In these circumstances, the permission of the landowner is simply required.
- You do not need a street collection permit if you are simply selling articles or goods on the street and in the ordinary course of trade for the purpose of earning a livelihood. However, a street collection permit will be required if you make representations that any income from any trade is to be given to charitable purposes.
- You do not need a permit at a meeting held in the open air - for example an organised rally of like-minded people for a common purpose.
- Other permits or authorisations may be required for street trading purposes.